

IDAHO STATE POLICE

Personal History Statement (PHS)

Instructions to the Applicant

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for the position of peace officer or other Idaho State Police job classification. Please fill out the questionnaire completely and accurately **after you have completely read all instructions**. Keep in mind that:

1. The completion of this form is mandatory. Should you fail to complete any area, you may be removed for failure to submit a complete packet.
2. All statements are subject to verification.
3. Deliberate inaccuracies or incomplete statements may bar or remove you from employment.
4. An incomplete packet with missing backup documentation, without explanations will remove you from consideration.
5. All time periods in your background must be accounted for.
6. Regarding required documents, you must have them attached or a letter explaining why it is not attached and when the Human Resource Office can expect them, without explanations you will be removed from consideration.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and degree of relevance to the position for which you have applied. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification, lying about it will result in disqualification. During the investigation, the investigator will inquire into the facts surrounding such occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

The *Americans with Disabilities Act* prohibits employers from making medically related decisions **prior** to a conditional offer of employment. Therefore, if you are completing this PHS before you have received a conditional offer of employment, **do not** divulge information concerning physical or medical conditions, either past or current.

IMPORTANT INFORMATION

Your ability to complete the Personal History Statement (PHS) and enclosed forms, correctly, and in a timely manner, is essential to your viability as an applicant. It is your responsibility to make sure your PHS and enclosed forms are complete and accurate. Be as specific as possible on your answers.

Any discrepancies, misstatements, omissions and/or falsifications may be grounds for disqualification from consideration for employment by the Idaho State Police, or may be cause for dismissal from employment by this department.

Once submitted, your PHS and contents of your background packet become the sole property of the Idaho State Police.

BACKGROUND PACKET

Your background packet should include the following:

1. Instructions to the applicant.
2. Personal History Statement (PHS) 22 pages.
3. Required Documents page.
4. Polygraph Information page.
5. School Transcript Request Forms.
6. Authorization to Release Personal Information Form&Credit Report Form.

PREPARING YOUR BACKGROUND PACKET

Read each question carefully before answering. All questions must be answered completely, accurately, and truthfully. Vague responses will not be acceptable.

Additional information for various questions on the 22 page PHS are listed below by **QUESTION NUMBER**. It is **IMPORTANT** to read this additional information before making your response to a particular question.

Question 8 - Spouses includes those people with whom you have had children in common either by birth or adoption. On the bottom of page two (2), top of page three (3), under other relatives with whom you have close personal relationship (including children), **list your children first and their ages**.

Question 9 - Provide current information for roommates, boyfriends, girlfriends, ex-spouses, etc. Those in the military need not list everyone you lived with in the barracks. Those in college need not list all dorm residents. Those that have served a mission do not need to list everyone that you lived with.

Question 10 - YOU MUST LIST 6 REFERENCES. Do not list anyone you have known for less than 6 months. Do not list relatives, or references listed from questions number nine (9), eleven (11), or twenty-seven (27). You may jointly list a husband and wife as one reference, but not as two separate references.

Question 15 - If living at home with parents or relatives, indicate "parents" or "relatives" or if you own your own home, indicate, "own" in the right column. **If you rent(ed) and don't know who you paid the rent to, or management has changed, list the name and address of the apartment complex: Attn: Manager.** Include the landlord or rental office phone number. Applicants in the Military, who have lived on base or aboard ship, should use your Duty Station as the address.

Question 16 - **You must verify** the address, zip codes, and telephone numbers of each employer, before submitting your packet. If a past employer has moved and is still in business, use their new address. If they are no longer in business, use their old address with a notation "No longer in business".

Question 27 - Do not use references listed from question number nine (9) or ten (10)

Question 28 - Under “Current Monthly Expenditures”, “other monthly payments”, instead of listing every credit card, indicate “credit cards”, and what your total monthly payment is for all cards combined. Include leases as a monthly payment. Under Current Assets “Real Estate”, list what you could sell your house, condo, etc. for at today’s market prices. “Other assets” would include furniture, household goods, tools, stereo equipment, antiques, art, firearms, etc. Under “Current Liabilities” - How much do you owe on your house, condo, all credit cards combined; vehicle loans, student loans, back child or spousal support, etc.

Question 30 - List only those accounts in your name or on a joint account.

Question 34 - Arrest information must be fully explained on the back of page thirteen (13), or if more space is needed, respond on page twenty-one (21). List the actual charge(s) at the time of the arrest. If the charge(s) were reduced or dismissed, indicate circumstances surrounding the arrest as well as the results/penalty. Include arresting agency’s name, and date of arrest. NOTE: This question includes arrests resulting in a withheld judgment, dismissed after a successful completion of probation (Per Idaho Code Section 19-2601 or any similar provision of any other state), or an expungement, pardon or sealing of your criminal record.

Question 42 - Include divorces, child custody cases, small claims actions, etc.

Question 43 - Questions regarding illegal drug use, must be answered truthfully and completely. If exact dates are unknown, you must list an approximate month and year you feel certain when the drugs were used. Keep in mind; if you are not honest regarding all of your illegal drug use, including dates used, you will be disqualified for falsification of your statement.

Question 58 – Circle whether you were cited or arrested if you mark “yes”.

Question 59 - Accident information listed under question number fifty-eight (58) must be fully explained here. Explain what happened, were you at fault or not at fault, etc.

Question 64 - Do not list employment as a security officer or guard as police experience.

Page 22 - Sign and date your Personal History Statement at the bottom of page twenty-two (22).

OTHER DOCUMENTS AND FORMS

The remaining forms that need to be filled out are relatively self-explanatory. The following information is also required.

Authorization to Release Information Forms

This authorization form **MUST BE NOTARIZED!!** Do **not sign** the form until you sign it in the presence of a Notary Public. The notary will request a valid photo I.D. (driver’s license, Idaho I.D., military I.D., alien registration card). You might check with your bank or credit union, as they may provide the service for free. Otherwise, check the yellow pages under “Notaries Public” for locations of notaries. You may be charged from \$5.00 to \$10.00 for the service.

Additional Waiver

Read this form carefully. This form **must be notarized**, again, do not sign until you are in the presence of a Notary Public.

Transcript Request

There are two requests on this sheet. Make copies if you need to. Cut the forms in half and **you** MAIL TO THE APPROPRIATE EDUCATIONAL INSTITUTION. They will send the sealed transcripts to the Idaho State Police. If you dropped out of high school, you must still request the transcripts for the school(s) you attended. If you attended and/or graduated from college, you need to get the transcripts of the last college you attended. If you attended more than one college and **did not** transfer your credits, you will need to request transcripts from all colleges.

MISCELLANEOUS BACKGROUND PROCESS INFORMATION

You must return the **original PHS** we provided you with the copies of requested documents. Copies of the PHS will not be accepted.

PLEASE DO CALL WITH CHANGES. BE PREPARED TO MAIL, EMAIL OR FAX APPROPRIATE REQUIRED INFORMATION FOR MAJOR CHANGES SUCH AS EMPLOYMENT, RESIDENCE, ETC. **It is your responsibility** to keep the Idaho State Police up to date with any changes in employment, resident addresses, telephone numbers, agencies applied for, or law enforcement contacts.

HELPFUL HINTS

It is a good idea to make a copy or two of the blank PHS and use them as a working copy. Before transferring the information onto the original PHS. Double check everything, make absolutely sure ALL INFORMATION, names, addresses phone numbers zip codes, has been researched and is ACCURATE, this includes spelling and grammar. Is the residence and employment information in chronological order?

Did you make copies of the requested documents? Have you made arrangements to obtain the original documents? **Your completed PHS packet is a document you should be proud of.**

RETURN THIS ENTIRE PACKET, WITH ORIGINAL PHS AND COPIES OF ALL REQUIRED DOCUMENTS.

Idaho State Police
Human Resources
P.O. Box 700
700 S Stratford Dr
Meridian, ID 83680-0700

REMEMBER - MAIL "TRANSCRIPT REQUEST" FORMS DIRECTLY TO THE HIGH SCHOOL AND COLLEGES THAT YOU HAVE ATTENDED WITH PROPER FEES IF NECESSARY.